



# **National Finance Center Customer Notification**

**Date of Notification: October 26, 2009**

**Subject: EmpowHR IR 622516 - Menu Search**

**Database/Customer(s) Affected: EmpowHR Customers**

## **Dear Customer:**

We are pleased to inform our EmpowHR customers that the menu search in EmpowHR has been turned on. This PeopleSoft feature allows you to find menu items quickly.

To search for keywords in a menu item or in the summary of a menu item, enter the keywords in the search field at the top of the menu page let and press Enter. Results will be displayed on the Search page and will include the menu title, the menu summary, and the navigation. The menu title is also a direct link to the page. On the Search page, you can modify or narrow down your search criteria, customize settings, and view search tips.

The results of the search are limited by the user's permission.

If you have any questions regarding this notification, please contact the EmpowHR Help Desk at 1-888-367-6955 or via e-mail to [nfcempowhr@usda.gov](mailto:nfcempowhr@usda.gov)

KW/M5-10-007

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### **“Tip of the Week”**

Agencies are reminded when submitting Federal Erroneous Retirement Coverage Correction Act (FERCCA) cases to include a full pre-conversion breakdown for time periods during which NFC was not their agency's payroll provider.